MEMORANDUM

Date: December 19, 2013

To: Helen Nishimoto, Chair
   Academic Senate

From: Joni Onishi, Vice Chancellor for Academic Affairs

Subject: Expansion of Fast Track

After much discussion with Division and Department Chairs (DCs) and to facilitate a more thorough course review as required by HAW 5.250 (20% course review policy), I am expanding what can be proposed as modifications to a course outline (HAW 5.251, Course Outline of Record) via Fast Track.

This semester Fast Track was used by a few faculty and their DCs to propose changes to Course Learning Outcomes. Effective December 20, 2013 and as a pilot project for one year, Fast Track will be expanded to include the following course outline modifications:

- Course Learning Outcomes
- Course Objectives
- Course Topics in outline form
- Recommended prior course work
- Course Alpha, Number, and Title (ONLY for System Alignment)—this Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10, 2014 to be included in the 2014/2015 Catalog.

The attached form, with instructions, has been developed to implement Fast Track.

Please share this information with the Academic Senate. If you have any questions, please let me know.

COURSE MODIFICATION
FAST TRACK SUBMISSION FORM

Fast Track Submission Form is designed to "Fast Track" modifications (not require CRC Committee and Academic Senate approval) to one or more of the following course outline items:

1) CLO Modifications  
2) Course Objectives  
3) Course Topics in outline form  
4) Recommended prior course work  
5) Course Alpha, Number, and Title (ONLY for System Alignment)*

*This Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10th to be included in new catalog.

Each type of modification is on separate pages. To conserve paper, print out and submit:
1) This cover sheet, 2) only those pages you are proposing modifications to, and 3) signature page.

COURSE MODIFICATION INFORMATION

Proposer: ___________________________________________  Date of Proposal: _________

Course Alpha/Number: _____________________________________________________________

Course Title: ________________________________________________________________

Course Description:

Specify which "Fast Track Items" are being modified:

☐ CLO Modifications

☐ Course Objectives

☐ Course Topics in outline form

☐ Recommended prior course work

☐ Course Alpha, Number, and Title (ONLY for System Alignment)

PROPOSER SIGNATURE _______________________________  DATE ____________

FAST TRACK COURSE MODIFICATIONS - COVER SHEET
COURSE MODIFICATION
FAST TRACK SUBMISSION FORM

Course Alpha/Number: ____________________________

COURSE OBJECTIVES

CURRENT OBJECTIVES

PROPOSED OBJECTIVES

FAST TRACK COURSE MODIFICATIONS – COURSE OBJECTIVES

Initials: _____ Catalog _____ Curriculum _____ VCAA
COURSE MODIFICATION
FAST TRACK SUBMISSION FORM

Course Alpha/Number: ________________________________

COURSE TOPICS

CURRENT TOPICS (in outline form)

PROPOSED TOPICS (in outline form)

FAST TRACK COURSE MODIFICATIONS – COURSE TOPICS

Initials: _____ Catalog _____ Curriculum _____ VCAA
RECOMMENDED PRIOR COURSE WORK

CURRENT RECOMMENDED PRIOR COURSE WORK

PROPOSED RECOMMENDED PRIOR COURSE WORK

FAST TRACK COURSE MODIFICATIONS – RECOMMENDED PRIOR COURSE WORK

Initials: _____ Catalog _____ Curriculum _____ VCAA
COURSE MODIFICATION
FAST TRACK SUBMISSION FORM

Course Alpha/Number: ____________________________________________

SIGNATURE PAGE

_________________________________________  DATE
Signature of Proposer
☐ A check here, which is required, indicates that all tenured/tenure-track faculty who have
taught this course within the past 5 years approved this proposal.

_________________________________________  DATE
Signature of the Division/Department Chair
☐ A check here, which is required, indicates that all tenured/tenure-track faculty who have
taught this course within the past 5 years approved this proposal.

_________________________________________  DATE
Signature of the Dean
APPROVE / DISAPPROVE

Reason for Disapproval (if any):

_________________________________________  DATE
Signature of CRC Chair
APPROVE / DISAPPROVE

Reason for Disapproval (if any):

_________________________________________  DATE
Signature of the Vice-Chancellor for Academic Affairs
APPROVE / DISAPPROVE

Reason for Disapproval (if any):

FAST TRACK COURSE MODIFICATIONS – SIGNATURE PAGE